



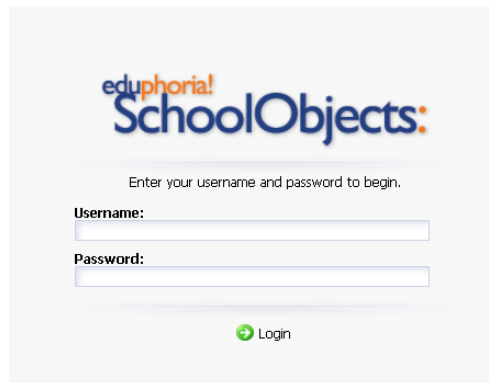
eduphoria!

Employee Appraisal System (EASy) *Selecting Appraisal Documents for Other Campus Personnel* Quick Reference Guide

*Before campus administrators can evaluate other campus staff members using the system, the Appraise staff list must be configured. Below is a list of steps guiding campus principals through the process:

Step 1:

Login at <http://eduweb.saisd.net> using your username and password



The login page for SchoolObjects. It features the 'eduphoria! SchoolObjects:' logo at the top. Below the logo, it says 'Enter your username and password to begin.' There are two input fields: 'Username:' and 'Password:'. At the bottom, there is a green 'Login' button with a right-pointing arrow.

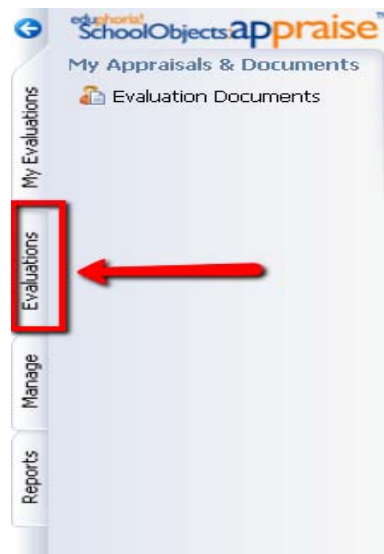
Step 2:

Once logged in, click Appraise



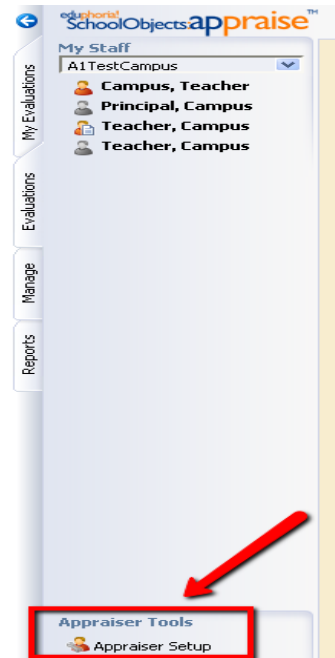
Step 3:

Click on the Evaluations Tab



Step 4:

Click on Appraiser Setup
(bottom left on the screen)

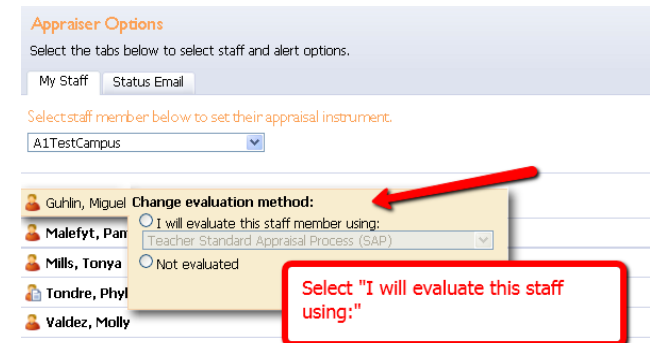


Step 5:

- Select a staff member



- Click *I will evaluate this staff member using:*



- Choose the evaluation tool
- Click OK

